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**LOCAL RULE 4.1  
SERVICE OF PROCESS**

(a) Counsel shall be responsible for preparing all process on forms to be supplied by the Clerk. When process is to be served by the United States Marshal, counsel shall complete the required form.

(b) Counsel seeking service of process by certified mail of a pleading filed in the Eastern and Western Districts of Arkansas upon a defendant other than the United States, or any officer or agency thereof, shall proceed in accordance with Rule 4 of the Arkansas Rules of Civil Procedure.

(c) When such service by certified mail has been completed, counsel shall file an affidavit with the Clerk reflecting completion of service with a copy of the return receipt attached.

**Adopted March 2, 1981, and effective May 1, 1981  
Amended May 1, 1985  
Amended January 2, 1990**

**LOCAL RULE 4.2  
COSTS AND BONDS**

(a) **Costs.** Parties instituting any civil action, suit, or proceeding, whether by original action, removal or otherwise, shall pay to the Clerk the filing fee as required by the Judicial Conference of the United States. The Clerk will not accept for filing any tendered pleading for the institution of a civil action without advance payment of the filing fee, unless the court shall order otherwise.

(b) **Bond for Costs.** The Court, on motion or of its own initiative, may order any party plaintiff, either resident or nonresident, to file an original bond for costs or additional security for costs in such an amount and so conditioned as the Court by its Order may designate.

**Adopted and effective May 1, 1980  
Amended July 1, 1988  
Amended January 2, 1990**

**LOCAL RULE 4.3  
BONDSMEN**

**No officer of either District Court, employee of the Department of Justice, or attorney at law shall be accepted as surety on any bond or undertaking in any action or proceeding in either District Court.**

**Adopted and effective May 1, 1980**

**LOCAL RULE 5.4**  
**TIME FOR FILING UNDER FEDERAL RULES OF CIVIL PROCEDURE 5 (d)**

Five days is hereby construed to be a "reasonable time" after service within which papers shall be filed under the provisions of Federal Rules of Civil Procedure 5(d).

**Adopted and effective May 1, 1980**

**LOCAL RULE 5.5  
PLEADINGS AND FILINGS**

(a) The original of all pleadings, motions, and other papers, together with two copies thereof, shall be filed with the Clerk. All pleadings, motions, and other papers shall be typewritten, photocopied, mimeographed, or printed in type not less than elite, in double space, letter size, using only one side of the page, and shall be filed by the Clerk unfolded and without manuscript covers. Attorneys shall take notice of case numbers assigned to each case and shall note such numbers upon all pleadings, orders, and judgments.

(b) Pleadings are to be filed as follows:

(1) In the Eastern District, the Clerk maintains staffed offices at Little Rock, Pine Bluff, and Jonesboro. In the Western District, the Clerk maintains offices at Fort Smith, Fayetteville, El Dorado, Texarkana, and Hot Springs. In civil matters, pleadings should be filed in the office of the Clerk designated in Local Rule 77.1 for the Division in which the case is pending, but when a Clerk is unavailable, they may be filed in any office of the Clerk in the appropriate district.

(2) Criminal matters in the Eastern District. All pleadings in all criminal matters are to be filed in Little Rock.

(3) Criminal matters in the Western District. All pleadings in criminal matters in the Harrison Division shall be filed in Fayetteville. Otherwise, all pleadings in criminal matters for a particular division are to be filed in that division.

(c) (1) Parties represented by counsel. Every pleading filed in behalf of a party represented by counsel shall be signed by at least one attorney of record in his or her individual name, and the attorney's address, zip code, and telephone number, and Arkansas Supreme Court identification number, or other Supreme Court identification number, if applicable, shall be stated. It is the duty of each attorney to promptly notify the Clerk and the other parties to the proceedings of any change in his or her address.

(2) Parties appearing *pro se*. It is the duty of any party not represented by counsel to promptly notify the Clerk and the other parties to the proceedings of any change in his or her address, to

monitor the progress of the case, and to prosecute or defend the action diligently. A party appearing for himself/herself shall sign his/her pleadings and state his/her address, zip code, and telephone number. If any communication from the Court to a *pro se* plaintiff is not responded to within thirty (30) days, the case may be dismissed without prejudice. Any party proceeding *pro se* shall be expected to be familiar with and follow the Federal Rules of Civil Procedure.

- (d) At the time of filing a civil action, the plaintiff shall complete and submit a cover sheet statement on Federal Form No. JS44.
- (e) A party who moves to amend a pleading shall attach a copy of the amendment to the motion. Any amendment to a pleading, whether filed as a matter of course or upon a motion to amend, must, except by leave of Court, reproduce the entire pleading as amended, and may not incorporate any prior pleading by reference. The party amending shall file the original of the amended pleading within five (5) days of the entry of the order granting leave to amend unless otherwise ordered by the Court. The requirements for amending pleadings set forth in this subsection of Rule 5.5 shall not apply to parties proceeding *pro se*.
- (f) Proposed findings of fact and conclusions of law, trial briefs, and proposed jury instructions shall be submitted to the judge to whom the case is assigned, with copies served upon all other parties.

(a)(b) and (d) Adopted and effective May 1, 1980

(c) Adopted and effective March 14, 1984

(e) Adopted and effective July 16, 1980

(f) through (j) Adopted and effective June 26, 1981

Amended October 27, 1986

Amended July 1, 1988

Amended January 2, 1990

Amended and effective December 1, 2000

**LOCAL RULE 6.2**  
**EXTENSION OF TIME TO PLEAD**

(a) If the time originally prescribed has not expired and if all counsel consent in writing, the Clerk may enter an order extending for not more than fifteen (15) days the time to file a responsive pleading or to respond to discovery. The Court may suspend, alter, or rescind the order on its own motion or upon the motion of a party. All other extensions of time shall require approval by the Court, except that when the appropriate judge is not available, approval may be granted by another judge or a magistrate judge.

(b) In every motion for a continuance, every motion for any extension of time, or for leave to do any act out of time, the motion shall state that the movant has contacted the adverse party (or parties) with regard to the motion, and also state whether the adverse party opposes or does not oppose same. If any such motion does not contain the statements required by this rule or, alternatively, a statement setting forth extraordinary circumstances which make it impracticable to contact the adverse party (or parties), the motion may be dismissed summarily for failure to comply with this rule. Repeated failures to comply will be considered an adequate basis for the imposition of sanctions.

- (a) Adopted and effective May 1, 1980
- (b) Effective April 15, 1989



**LOCAL RULE 7.2  
MOTIONS**

(a) All motions except those mentioned in paragraph (d) shall be accompanied by a brief consisting of a concise statement of relevant facts and applicable law. Both documents shall be filed with the Clerk, and copies shall be served on all other parties affected by the motion.

(b) Within eleven days from the date copies of a motion and supporting papers have been served upon him, any party opposing a motion shall serve and file with the Clerk a concise statement in opposition to the motion with supporting authorities. For cause shown, the court may by order shorten or lengthen the time for the filing of responses.

(c) If a motion requires consideration of facts not appearing of record, the parties may serve and file copies of all photographs, documents, or other evidence deemed necessary in support of or in opposition to the motion, in addition to affidavits required or permitted by the Federal Rules of Civil Procedure.

(d) No brief is required from any party, unless otherwise directed by the Court, with respect to the following motions:

(1) To extend time for the performance of an act required or allowed to be done, provided request is made before the expiration of the period originally prescribed, or as extended by previous order.

(2) To obtain leave to file supplemental or amended pleadings.

(3) To appoint an attorney or guardian ad litem.

(4) To permit substitution of parties or attorneys.

(e) Pretrial motions for temporary restraining orders, motions for preliminary injunctions, and motions to dismiss, shall not be taken up and considered unless set forth in a separate pleading accompanied by a separate brief.

(f) The failure to timely respond to any nondispositive motion, as required by the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, or by any local rule, shall be an adequate basis, without more, for granting the relief sought in said motion.

(g) All motions to compel discovery and all other discovery-enforcement motions and all motions for protective orders shall contain a statement by the moving party that the parties have conferred in good faith on the specific issue or

issues in dispute and that they are not able to resolve their disagreements without the intervention of the Court. If any such motion lacks such a statement, that motion may be dismissed summarily for failure to comply with this rule. Repeated failures to comply will be considered an adequate basis for the imposition of sanctions.

- (a) through (d) Adopted and effective May 1, 1980
- (b) Amended to change to eleven days effective July 1, 1988
- (e) Adopted and effective July 14, 1986
- (f) Adopted and effective July 1, 1988
- (g) Effective April 15, 1989
- Amended January 2, 1990

**LOCAL RULE 7.3**  
**COMMUNICATIONS WITH COURT**

(a) Attorneys shall not communicate in writing with the Court concerning any pending case unless copies of the writing are served on all attorneys for all other parties in the case. Attorneys shall not furnish the Court copies of correspondence among themselves relating to matters in dispute which are not then before the Court for resolution. Such dispute should either be settled by counsel or made the subject of a formal motion. This rule has special application to correspondence relating to specific money demands and offers in settlement.

(b) Ex parte oral communications with the Court on substantive matters by counsel or a party concerning a pending action are prohibited except when permitted by Federal Rules of Civil or Criminal Procedure.

**Adopted and effective May 1, 1980**

**LOCAL RULE 7.4**  
**STIPULATIONS BY COUNSEL**

**The court will not recognize any agreement between counsel, if counsel differ as to its terms, unless the agreement has been reduced to writing.**

**Adopted and effective May 1, 1980**

**LOCAL RULE 7.5  
CONTINUANCES**

(a) No motion for continuance of any hearing will be granted except for good cause.

(b) In no case will an agreement by counsel for a continuance be recognized except by consent of the Court.

(c) Cases set for trial but not reached on that day shall retain their relative position on the trial calendar to the extent practicable.

(d) The Court may condition a continuance upon the payment of the expenses caused to the other parties and of jury fees incurred by the Court.

**Adopted and effective May 1, 1980**

**LOCAL RULE 9.1**  
**COMPLAINT FORMS FOR ACTIONS BY INCARCERATED PERSONS**

All actions under 42 U.S.C. §1983, 28 U.S.C. §2241, or 28 U.S.C. §2254 filed in this district by incarcerated persons shall be submitted on the court-approved forms supplied by the Court unless a district judge or magistrate judge, upon finding that the complaint is understandable and that it conforms with local rules and the Federal Rules of Civil Procedure, in his or her discretion, accepts for filing a complaint that is not submitted on the approved form.

Adopted and effective May 1, 1980  
Revised and effective January 1-2, 1988  
Revised and approved April 1, 1999

**LOCAL RULE 16.1  
INITIAL SCHEDULING ORDER**

In all civil actions except those exempted by Local Rule 16.2, an Initial Scheduling Order will issue setting forth the date by which the parties must hold their Fed.R.Civ.P. 26(f) conference, the date by which the parties must submit their Fed.R.Civ.P. 26(f) report, a tentative date for a Fed.R.Civ.P. 16(b) conference, and a proposed trial date.

After the court receives the parties' 26(f) report and, if necessary, holds the 16(b) conference, the court will issue a Final Scheduling Order.

The requirements for the Fed.R.Civ.P. 26(f) report are set out in Local Rule 26.1.

The requirements for the Fed.R.Civ.P. 26(a)(3) pretrial disclosure sheet are set out in Local Rule 26.2.

**Effective December 1, 2000.**

**LOCAL RULE 16.2**  
**EXEMPT ACTIONS**

The following categories of cases are exempt from the Fed.R.Civ.P. 16(b) Scheduling Order:

- (1) Actions for review of an administrative record;
- (2) Habeas corpus petitions;
- (3) *Pro se* actions brought by persons in federal, state or local custody;
- (4) Actions to enforce or quash administrative summons or subpoena;
- (5) Actions by the United States to recover benefit payments or to collect on student loans;
- (6) Proceedings ancillary to proceedings in other courts; and
- (7) Actions to enforce arbitration awards.
- (8) Eminent domain and foreclosure actions.

**Effective December 1, 2000.**

**Amended and effective December 3, 2002.**



**LOCAL RULE 23.1  
CLASS ACTIONS**

**Caption and Class Action Allegations.** In any case sought to be maintained as a class action:

(1) The complaint shall bear the caption "Complaint - Class Action" next to, or under, the style of the case.

(2) The complaint shall contain a separate paragraph captioned "Class Action Allegations" which shall set forth, inter alia:

(a) A reference to the portion or portions of Fed.R.Civ.P. 23 under which it is claimed that the suit is properly maintainable as a class action; and

(b) Allegations in support of this claim, including, but not necessarily limited to:

(i) the size (in numbers) or approximate size and definition of the alleged and proposed class;

(ii) the basis upon which the plaintiff claims (a) to be an adequate representative of the class, or (b) if the class is composed of defendants, the basis upon which plaintiff claims that the named defendant (or defendants) is an adequate representative of the class;

(iii) the specific questions of law and fact claimed to be common to any class alleged; and

(iv) in actions claimed to be maintainable as class actions under Fed.R.Civ.P. 23(b)(3), allegations in support of the findings required by that subdivision.

(3) The deadline for filing a motion for class certification will be set in the Final Scheduling Order (see Local Rule 26.1(13)). The motion shall particularize the facts believed to warrant class or subclass certification and indicate if those facts have been established by stipulations, admissions, or discovery. If a hearing is believed necessary, the motion shall so state. The other parties shall respond to said motion within ten (10) days specifically admitting or denying the facts alleged and setting forth any additional or contrary facts believed pertinent to the class action determinations required. Such responses shall also state whether a hearing is believed necessary. Both the motion and responses shall be

accompanied by a memorandum of law covering all issues relating to class certification. In ruling upon such a motion, the Court may allow the action to be so maintained, strike the class action allegations, or postpone the determination pending further discovery or other preliminary proceedings. Whenever possible, where it is held that the determination should be postponed, a date will be fixed by the Court for renewal of the motion.

Failure to move for class determination and certification by the deadline set in the Final Scheduling Order shall constitute and signify an intentional abandonment and waiver of all class action allegations contained in the complaint and same shall proceed as an individual, non-class action thereafter and shall be transferred by the Clerk from the Class Action Docket to the regular civil docket. If any motion for class determination or certification is filed after the deadline provided in the Final Scheduling Order, it shall not have the effect of reinstating the class allegations unless and until it is acted upon favorably by the Court upon a finding of excusable neglect and good cause.

- (4) The foregoing provisions shall apply, with appropriate adaptations, to any counterclaim or cross-claim alleged to be brought for or against a class.

Adopted and effective May 1, 1980

Amended and effective May 1, 2002

**LOCAL RULE 26.1**  
**OUTLINE FOR FED.R.CIV.P. 26(f) REPORT**

The Fed.R.Civ.P. 26(f) report filed with the court must contain the parties' views and proposals regarding the following:

- (1) Any changes in timing, form, or requirements of mandatory disclosures under Fed.R.Civ.P. 26 (a).
- (2) Date when mandatory disclosures were or will be made.
- (3) Subjects on which discovery may be needed.
- (4) Whether any party will likely be requested to disclose or produce information from electronic or computer-based media. If so:
  - (a) whether disclosure or production will be limited to data reasonably available to the parties in the ordinary course of business;
  - (b) the anticipated scope, cost and time required for disclosure or production of data beyond what is reasonably available to the parties in the ordinary course of business;
  - (c) the format and media agreed to by the parties for the production of such data as well as agreed procedures for such production;
  - (d) whether reasonable measures have been taken to preserve potentially discoverable data from alteration or destruction in the ordinary course of business or otherwise;
  - (e) other problems which the parties anticipate may arise in connection with electronic or computer-based discovery.
- (5) Date by which discovery should be completed.
- (6) Any needed changes in limitations imposed by the Federal Rules of Civil Procedure.
- (7) Any orders, e.g. protective orders, which should be entered.
- (8) Any objections to initial disclosures on the ground that mandatory disclosures are not appropriate in the circumstances of the action.
- (9) Any objections to the proposed trial date.
- (10) Proposed deadline for joining other parties and amending the pleadings.
- (11) Proposed deadline for completing discovery. (Note: In the typical case, the deadline for completing discovery should be no later than sixty (60) days before trial.)

- (12) **Proposed deadline for filing motions other than motions for class certification. (Note: In the typical case, the deadline for filing motions should be no later than sixty (60) days before trial.)**
- (13) **Class certification: In the case of a class action complaint, the proposed deadline for the parties to file a motion for class certification. (Note: In the typical case, the deadline for filing motions for class certification should be no later than ninety (90) days after the Fed.R.Civ.P.26.(f) conference.)**

**Effective December 1, 2000.  
Amended and effective May 1, 2002**

**LOCAL RULE 26.2**  
**OUTLINE FOR FED.R.CIV.P. 26(a)(3) PRETRIAL DISCLOSURE SHEET**

**The Fed.R.Civ.P. 26(a)(3) Pretrial Disclosure Sheet filed with the court must contain:**

- (1) The identity of the party submitting information.**
- (2) The names, addresses, and telephone numbers of all counsel for the party.**
- (3) A brief summary of claims and relief sought.**
- (4) Prospects for settlement. (Note: The Court expects attorneys to confer and explore the possibility of settlement prior to answering these inquiries.)**
- (5) The basis for jurisdiction and objections to jurisdiction.**
- (6) A list of pending motions.**
- (7) A concise summary of the facts**
- (8) All proposed stipulations.**
- (9) The issues of fact expected to be contested.**
- (10) The issues of law expected to be contested.**
- (11) A list and brief description of exhibits, documents, charts, graphs, models, schematic diagrams, summaries, and similar objects which may be used in opening statement, closing argument, or any other part of the trial, other than solely for impeachment purposes, whether or not they will be offered in evidence. Separately designate those documents and exhibits which the party expects to offer and those which the party may offer.**
- (12) The names, addresses and telephone numbers of witnesses for the party. Separately identify witnesses whom the party expects to present and those whom the party may call. Designate witnesses whose testimony is expected to be presented via deposition and, if not taken stenographically, a transcript of the pertinent portion of the deposition testimony.**
- (13) The current status of discovery, a precise statement of the remaining discovery and an estimate of the time required to complete discovery.**
- (14) An estimate of the length of trial and suggestions for expediting disposition of the action.**
- (15) The signature of the attorney.**
- (16) Proof of service.**

**Effective December 1, 2000.**

**LOCAL RULE 33.1**  
**INTERROGATORIES AND REQUESTS**

(a) Parties answering interrogatories under Fed.R.Civ.P. 33, requests for production under Fed.R.Civ.P. 34, or requests for admissions under Fed.R.Civ.P. 36, shall repeat the interrogatories or requests being answered immediately preceding the answers.

(b) A blanket objection to a set of interrogatories, requests for admissions, or requests for production will not be recognized. Objections must be made to the specific interrogatory or request, or to a part thereof if it is compound. It is not sufficient to state that the interrogatory or request is burdensome, improper, or not relevant. The ground or grounds for the objection must be stated with particularity.

(c) Requests for admissions will not be combined with other discovery material or documents.

**Adopted and effective May 1, 1980**

**(c) Amended May 1, 1985**

**Amended January 2, 1990**

**Amended and effective December 1, 2000**

**Amended and effective May 1, 2002**

**LOCAL RULE 40.1**  
**ASSIGNMENT OF ACTIONS AND PROCEEDINGS**

(a) All civil and criminal actions and proceedings shall be assigned by a random selection process as the judges from time to time direct.

(b) No person shall take any action designed to cause the assignment of any proceeding to a particular judge. The method of assignment shall assure that the identity of the assigned judge will not be disclosed by the Clerk, nor by any member of his staff, nor by any other person, until after filing. It shall also be designed to prevent any litigant from choosing the judge to whom an action or proceeding is to be assigned. Any attempt by any attorney to vary this intent shall constitute grounds for discipline, including disbarment.

(c) Voluntary Nonsuits. When the plaintiff takes a voluntary nonsuit in a case and subsequently refiles that same case, the Clerk will assign it to the judge who handled it at the time of the entry of the nonsuit order.

To assist the Court and the Clerk's office in carrying out the provision of this rule, the refiled complaint shall contain a brief paragraph identifying, by style and case number, the former proceeding in which the voluntary nonsuit was entered and the name of the judge handling the case at the time of the entry of said voluntary nonsuit order.

**NOTE:** Attorneys practicing in the Eastern District of Arkansas should consult General Order 39 (attached) for further details on the application of this rule in special situations.

(a) and (b) Adopted and effective May 1, 1980  
(c) Adopted and effective July 16, 1980  
Note Adopted and effective September 24, 1992

**LOCAL RULE 41.1  
NOTICE OF SETTLEMENT**

**When a case set for trial is settled out of court, it shall be the duty of counsel to so inform the Clerk and the Court as soon as practicable. In a civil case, the court may require counsel who violate this rule to pay the per diem of all jurors who attend court unnecessarily because of counsel's delay in notifying the Clerk of the settlement.**

**Adopted and effective May 1, 1980**



**LOCAL RULE 47.1**  
**CONDITIONS FOR JUROR CONTACT**

**No juror shall be contacted without express permission of the Court and under such conditions as the Court may prescribe.**

**Previous Rule 25 adopted 1-2-81 is rescinded and this new Rule 47.1 is adopted effective July 1, 1988**

**LOCAL RULE 54.1  
ATTORNEY'S FEES**

(a) In any case in which an attorney's fees are recoverable under the law applicable to that case, a motion for attorney's fees shall be filed with the Clerk, with proof of service, within fourteen (14) days after the entry of judgment or an order of dismissal under circumstances permitting the allowance of attorney's fees. In the event a post-trial motion is filed, this 14-day period shall not commence until entry of the order granting or denying the post-trial motion. Objections to an allowance of fees must be filed within ten (10) days after service on the party against whom the award to attorney's fees is sought. A failure to present a timely petition for an award of attorney's fees may be considered by the Court to be a waiver of any claim for attorney's fees.

(b) On its own motion, the Court may grant an allowance of reasonable attorney's fees to a prevailing party in appropriate cases.

(c) The petitioner shall attach to his motion an affidavit setting out the time spent in the litigation and factual matters pertinent to the petition for attorney's fees. The respondent may, by counteraffidavit, controvert any of the factual matters contained in the petition and may assert any factual matters bearing on the award of attorney's fees.

(d) The 14-day period set forth in subsection (a) shall not apply to cases wherein the statute creating the right to attorney's fees also provides its own limitation period for filing such motions.

**Adopted and effective September 1, 1982  
Amended January 2, 1990**

**LOCAL RULE 56.1  
SUMMARY JUDGMENT MOTION**

In addition to the requirements set forth in Local Rule 7.2, the following requirements shall apply in the case of motions for summary judgment.

(a) Any party moving for summary judgment pursuant to Rule 56 of the Federal Rules of Civil Procedure, shall annex to the notice of motion a separate, short and concise statement of the material facts as to which it contends there is no genuine issue to be tried.

(b) If the non-moving party opposes the motion, it shall file, in addition to any response and brief, a separate, short and concise statement of the material facts as to which it contends a genuine issue exists to be tried.

(c) All material facts set forth in the statement filed by the moving party pursuant to paragraph (a) shall be deemed admitted unless controverted by the statement filed by the non-moving party under paragraph (b).

**Adopted and effective March 14, 1984**

**LOCAL RULE 58.2**  
**SATISFACTION OF JUDGMENTS**

(a) Satisfaction of a judgment shall be noted by the Clerk on the margin of the record of the civil judgment book upon the happening of any of the following:

(1) The filing with the Clerk of a written satisfaction of judgment executed by the judgment creditor or his attorney of record.

(2) The filing with the Clerk of a return to an execution by the United States Marshal showing the judgment collected by the Marshal.

(3) The payment of the judgment or the fine imposed into the Registry of the Court.

(b) A judgment creditor or his attorney of record may also note satisfaction of judgment on the margin of record of the civil judgment book. The Clerk shall attest such notation.

**Adopted and effective May 1, 1980**

**LOCAL RULE 67.1  
DEPOSIT OF REGISTRY FUNDS BY THE CLERK  
IN INTEREST-BEARING ACCOUNTS**

(a) All funds deposited in the Registry of this Court, pursuant to 28 U.S.C. §2041 shall be deposited with the Treasurer of the United States through the Federal Reserve Bank or a depository designated by him to receive the Registry funds. Thereafter the investment of any such funds in interest-bearing instruments in accordance with the following provisions shall be at the initiative of the interested party or parties through counsel of record. It is counsel's responsibility to see that the provisions of this rule are complied with.

(b) Pursuant to Rule 67, Fed.R.Civ.P, counsel shall apply to the judge to whom the case is assigned for an order directing the Clerk to accept the funds for deposit and to invest the funds in an interest-bearing instrument in a financial institution insured by the FDIC. The Order will include the following:

- (1) The amount to be invested;
- (2) The type of account or instrument in which funds are to be invested (i.e., certificate of deposit or treasury bills, etc.); and
- (3) The length of the term of investment; and
- (4) Wording which directs the Clerk to deduct from the income earned on the investment a fee, not exceeding that authorized by the Judicial Conference of the United States and set by the Director of the Administrative Office.

(c) Whenever an Order is entered directing the investment of funds deposited in the Registry of the Court, it shall be the responsibility of counsel to cause a copy of such Order to be served personally upon the Clerk of the Court, or on the Chief Deputy Clerk, in the absence of the Clerk, AND on the Financial Deputy.

(d) The Clerk shall take all reasonable steps to assure that the funds are invested as quickly as the business of the Clerk's office will allow.

(e) The party obtaining the Order directing the investment of funds at interest will verify that the Clerk has invested the funds as directed.

(f) Failure of the party to personally serve a copy of the Order to invest funds as specified in this Rule, or failure to verify that the funds have been invested pursuant to this Rule, shall release the Clerk and any of his deputies from any liability for loss of interest which could have been earned on the funds.

(g) Early withdrawal of funds from interest-bearing instruments which result in a loss of interest penalty will be the sole responsibility of counsel making the

request.

(h) Under no circumstances shall counsel purchase an interest-bearing instrument in his own name or in the name of the Clerk for subsequent deposit into the Registry. This is the sole responsibility of the Clerk of the Court or his designated deputy.

(i) Interest-bearing instruments shall not, under any circumstances, be endorsed by the Clerk of the Court to a payee. Prior to disbursement, interest-bearing instruments must be converted to a cashier's check and deposited with the Treasurer of the United States for subsequent payment.

(j) Funds deposited in the Registry Account by personal or corporate check, whether or not the funds are to be invested in an interest-bearing account, shall be received subject to collection. Said monies shall not be paid from the Registry for a period of three (3) weeks after receipt therefor.

(k) Pursuant to 28 U.S.C. §2042, disbursement of funds held in the Registry of the Court will be made only upon Order of the Court.

(l) The Clerk shall be allowed three (3) business days following receipt of an order for disbursement of funds from the Registry Account, subject to the above paragraph (j).

(m) Pursuant to notice published in the October 24, 1990, edition of the Federal Register, the Clerk of the district court is required to assess a fee for handling funds deposited with the court in criminal and non-criminal proceedings held in interest-bearing accounts. The fee will be a charge of 10% of the income earned regardless of the nature of the case underlying the investment. The fee is effective with deposit of funds received on or after December 1, 1990.

The Clerks of the United States District Court for the Eastern and Western Districts of Arkansas shall deduct the 10% fee on interest earned prior to any distribution without further order of the Court for subsequent deposit to the Treasurer of the United States.

Adopted and effective July 14, 1986  
Amended March 26, 1992

**LOCAL RULE 71A.1**  
**LAND CONDEMNATION PROCEEDINGS**

(a) For each trial unit (that is, an ownership or economic unit for which just compensation is required by substantive law to be separately determined in a single sum), there shall be a separate civil action. The condemning authority shall make the initial determination of the identity of such trial units but this determination shall be subject to revision by the Court as the interests of justice and the convenient administration of this business of the Court may require. A single declaration of taking, complaint, or notice of condemnation may include one or more tracts, trial units or ownerships. Where a complaint, declaration of taking and notice of condemnation including more than one trial unit are filed, the Clerk shall establish a civil action file for each trial unit and shall file the initial pleadings in the lowest numbered civil action file. Higher numbered civil action files shall bear a notation indicating the place where such documents are filed. Any pleading, motion, order, or other document filed at the time of or after the filing of the complaint, notice of condemnation or declaration of taking which affects all trial units may be filed by the Clerk in such file only, but the condemning authority may, and at the direction of the Court shall, furnish to the Clerk additional copies for filing in the other civil action files. Condemnation civil action files shall be numbered consecutively in the same sequence with other civil actions. The complaint and notice of condemnation shall indicate, by tabulation or otherwise, what lands are included in each civil action. When a condemnation complaint, declaration of taking and notice of condemnation involve more than one civil action, all of the civil action numbers involved shall be included in the captions of those documents.

(b) At the request of the attorney for the condemning authority, upon the filing of a declaration of taking, the Clerk shall forthwith assign civil action numbers as may be required for each trial unit, and the condemning authority shall proceed to file the complaint, notice of condemnation, and other initial pleadings expeditiously and in any event within four days.

(c) Pleadings and other documents in a condemnation case need not be typed but may be produced by any process which produces documents substantially equivalent in size and legibility to typewriter ribbon copy prepared in conformity with Rule 5.5 of these rules. When a pleading so produced is filed, the original shall be signed by the attorney for the party filing it and the signed original shall be labeled as such on its face in some conspicuous manner.

(d) When a condemnation case involving more than one civil action is filed, each civil action shall be assigned randomly to a judge in the manner of assignment of ordinary civil actions; but any motion affecting all or several of such civil actions may be presented to the judge to whom is assigned the first of such civil actions affected, or in the absence of that judge to the judge to whom the second is assigned, and so on until a judge is available.

(e) Civil actions in condemnation cases may be set for trial of the issue of just compensation, or for hearings or trials of other issues, singly or in groups as may be convenient to the Court and parties. When set in groups, no consolidation is required, but the Court shall give such instructions, require such forms or numbers of verdicts, and make such findings and orders as shall preserve the rights of all the parties under substantive law.

**Adopted and effective May 1, 1980**  
**Revised effective August 3, 1981**



**LOCAL RULE 72.1**  
**UNITED STATES MAGISTRATE JUDGES**

The duties and jurisdiction of United States Magistrate Judges shall be as provided for in 28 U.S.C. Sec. 636 and in Rules 5 and 5.1 of the Federal Rules of Criminal Procedure.

**I. MISDEMEANOR JURISDICTION**

Under the conditions required by law, the full-time Magistrate Judges are designated to try persons accused of, and to sentence persons convicted of, misdemeanors as defined by U.S.C. Sec. 3401. They are authorized to direct the United State Probation Office to conduct presentence investigations, render reports, and provide other necessary services. The Clerk shall automatically refer all misdemeanor cases that are initiated by information or indictment or are transferred to this district under Rule 20 of the Federal Rules of Criminal Procedure to a Magistrate Judge for plea and arraignment. If the defendant in such cases consents to the Magistrate Judge's jurisdiction, further proceedings shall be conducted before the Magistrate Judge. All part-time Magistrate Judges in both districts are also designated to try misdemeanor cases. In the Eastern District, the part-time Magistrate Judges shall exercise this jurisdiction when specifically referred a case by a District Judge or a full-time Magistrate Judge.

**II. FORFEITURE OF COLLATERAL**

The full-time Magistrate Judge shall oversee the Forfeiture of Collateral system. (Also, see a general order of the Court of each district for more details.)

**III. COMMITMENT TO ANOTHER DISTRICT**

The Magistrate Judge shall conduct proceedings pursuant to Federal Rules of Criminal Procedure 40.

**IV. CRIMINAL PRETRIAL**

A Magistrate Judge may conduct post-indictment arraignments. In felony cases, he shall accept not guilty pleas and refer pleas of guilty to a District Judge, or if no District Judge is immediately available, the Magistrate Judge shall enter a not guilty plea for the defendant and schedule a time for the defendant to appear before a District Judge and enter a change of plea.

**V. SUBPOENAS AND WRITS**

A Magistrate Judge may issue subpoenas, writs of habeas corpus ad

testificandum or ad prosequendum or other orders necessary to obtain the presence of parties or witnesses or evidence needed for court proceedings, either civil or criminal.

#### **VI. MOTIONS TO DISMISS**

A Magistrate Judge may hear and decide motions by the government to dismiss an indictment, information or complaint without prejudice to further proceedings.

#### **VII. REFERENCE OF NON-DISPOSITIVE MATTERS**

##### **A. Reference**

When designated by a District Judge, and as limited by 28 U.S.C. Sec. 36(b)(1)(A), a Magistrate Judge may hear and determine any pretrial matters pending before the Court, including, but not limited to, procedural and discovery motions, pretrial conferences, omnibus hearings, docket calls, settlement conferences, and related proceedings.

##### **B. Appeal**

In all matters delegated under authority of 28 U.S.C. Sec. 636(b)(1)(A), a Magistrate Judge's decision is final and binding and is subject only to a right of appeal to the District Judge to whom the case has been assigned. A party may appeal the Magistrate Judge's ruling by filing a motion within ten (10) days of the Magistrate Judge's decision unless a shorter period is set by the District Judge or Magistrate Judge. Copies shall be served on all other parties and the Magistrate Judge from whom the appeal is taken. The motion shall specifically state the rulings excepted to and the basis for the exceptions. The Court may reconsider any matter sua sponte. The District Judge shall affirm the Magistrate Judge's findings unless he finds them to be clearly erroneous or contrary to law. In all matters referred to the Magistrate Judge pursuant to 28 U.S.C. § 636(c) (consent jurisdiction), an aggrieved party may appeal only to the Court of Appeals in the same manner as on appeal from any other judgment of a district court.

#### **VIII. DISPOSITIVE MATTERS**

##### **A. Reference - General**

A District Judge may designate a Magistrate Judge to conduct hearings, including evidentiary hearings, and to submit proposed findings of fact and recommendations for the resolution of any dispositive matters, including, but not limited to, the following:

1. Motions by the defendant to dismiss or quash an indictment or information;

2. Motions to suppress evidence;
3. Applications to revoke probation, including the conduct of the "final" probation revocation hearing;
4. Motions for temporary restraining orders and preliminary injunctions;
5. Motions to dismiss for failure to state a claim upon which relief may be granted;
6. Motions to dismiss an action and to review default judgment;
7. Motions to dismiss or to permit the maintenance of a class-action;
8. Motions for judgment on the pleadings or for summary judgment;
9. Cases involving the granting of benefits to claimants under the Social Security Act and the "black lung" benefit laws;
10. Cases involving the adjudication by the Civil Service Commission of adverse employee actions, retirement eligibility and benefits questions; and the rights of employees in situations such as reductions in force.

**B. Reference - Prisoner Petitions**

A Magistrate Judge shall have the following responsibilities with regard to prisoner petitions:

1. Review of prisoner correspondence and petitions concerning 28 U.S.C. Sec. 2241, 28 U.S.C. Sec. 2254 and 42 U.S.C. Sec. 1983 matters;
2. Review of prisoner correspondence and petitions concerning conditions of confinement which are submitted by federal prisoners;
3. Preparation and distribution of forms required by the Rules Governing Sec. 2254 Cases (28 U.S.C. Sec. 2254);
4. Entry of orders authorizing the petitioner to proceed in forma pauperis without the prepayment of costs or fees;
5. Issuance of all necessary orders to answer or to show cause or any other necessary orders or writs to obtain a complete record;
6. Taking of depositions, conducting pretrial conferences, and conducting evidentiary hearings or other necessary proceedings in order to obtain a complete record.

**C. Objection**

When a Magistrate Judge files proposed findings or recommendations with the Court, he shall mail a copy to all parties. Within ten (10) days after being served with

a copy, any party may serve and file written objections to such proposed findings, recommendations or order. The District Judge must make a de novo determination of any matters which have been specifically objected to by the litigants, but this does not necessarily require the Judge to conduct a hearing on contested issues. In some instances, it may be necessary for the District Judge to modify or reject the findings of the Magistrate Judge, to take additional evidence, recall witnesses, or recommit the matter to the Magistrate Judge for further proceedings.

**D. Statement of Necessity**

A party objecting to the Magistrate Judge's proposed findings and recommendations who desires to submit new, different, or additional evidence and to have a hearing for this purpose before the District Judge will file a "statement of necessity" at the time he files his written objections, and which shall state:

1. why the record made before the Magistrate Judge is inadequate;
2. why the evidence to be proffered (if such a hearing is granted) was not offered at the hearing before the Magistrate Judge; and
3. the details of any testimony desired to be introduced in the form of an offer of proof, and a copy, or the original, of any documentary or other non-testimonial evidence desired to be introduced.

From this submission, the District Judge shall determine the necessity for an additional evidentiary hearing, either before the Magistrate Judge or before the District Judge.

**IX. MASTER REFERENCES**

When designated by a District Judge, a Magistrate Judge may:

A. serve as a special master in accordance with the provisions of Rule 53 of the Federal Rules of Civil Procedure, or, upon consent of the parties, without regard to the provisions of Rule 53. He may also hear testimony and submit a report and findings on complicated issues in jury and non-jury cases;

B. conduct evidentiary hearings and prepare findings in employment discrimination cases as a master under 42 U.S.C. Sec. 2000(e)(5); and

C. conduct hearings and resolve specific issues in patent, antitrust and other complex cases where there are a great many issues, claims and documents, or in multiple disaster and class-action cases where there are numerous claimants and diverse claims.

**X. CIVIL CONSENT JURISDICTION**

**A. Special Designation**

The full-time Magistrate Judges of both districts are specially designated by the District Court to conduct any or all proceedings in jury or non-jury civil matters upon the consent of the parties.

**B. Reference**

(1) Notice. The clerk shall give the plaintiff notice of the Magistrate Judge's consent jurisdiction, in a form approved by the Court, when a civil suit is filed. The Clerk shall also attach the same notice to the summons for service on the defendant.

(2) Consent. Any party may obtain a "Consent to Magistrate Judge's Jurisdiction" form from the Clerk's office.

The Clerk shall furnish the party with Consent Form A, which shall provide that any appeal in the case shall be taken directly to the Circuit Court of Appeals.

(3) Transfer. Once the completed forms have been returned to the Clerk, he shall then draw by lot the name of the Magistrate Judge and forward the Consent forms for final approval to the District Judge to whom the case is assigned. When the District Judge has approved the transfer and returned the Consent forms to the Clerk's office for filing, the Clerk shall forward a copy of the Consent forms to the Magistrate Judge to whom the case is assigned. The Clerk shall also indicate on the file that the case has been assigned to the Magistrate Judge.

**C. Appeal**

Appeal to the Court of Appeals. The final judgment, although ordered by the Magistrate Judge, is deemed a final judgment of the District Court and will be entered by the Clerk under Rule 58 Fed.R.Civ.P. Any appeal shall be taken to the Court of Appeals in the same manner as an appeal from any other judgment of the District Court.

**XI. OTHER REVIEWABLE MATTERS**

Rulings, orders, or other actions by a Magistrate Judge in the District, review of which is not otherwise specifically provided for by law or these rules, shall, nevertheless, be subject to review by the District Court as follows:

A. Any party may file and serve, not later than 10 days thereafter an

application for review of the Magistrate Judge's action by the District Judge having jurisdiction. Copies of such application shall be served promptly upon the parties, the District Judge, and the Magistrate Judge.

B. After conducting whatever further proceedings he or she deems appropriate, the District Judge may adopt or reject, in whole or in part, the action taken by the Magistrate Judge, or take such other action he or she deems appropriate.

I through X Adopted and effective May 1, 1980  
XI Adopted and effective June 26, 1981  
VIII (B)(6) Adopted and effective October 1, 1982  
X Revised and effective January 1-2, 1988  
Amended January 2, 1990  
VIII (B)(1) Revised and approved April 1, 1999



**NOTICE OF RIGHT TO CONSENT TO DISPOSITION  
OF A CIVIL CASE BY A UNITED STATES MAGISTRATE JUDGE**

In accordance with the provisions of 28 U.S.C. Sec. 636(c) you are hereby notified that upon the consent of all the parties in a civil case, a United States Magistrate Judge of this District Court may be authorized to conduct any or all proceedings, including trial of the case and entry of a final judgment. Copies of appropriate consent forms are available from the Clerk of the Court. Consent Form A shall provide for any appeal of the case to be taken directly to the Circuit Court of Appeals.

You should be aware that your decision to consent, or not to consent, to the disposition of your case before a United States Magistrate Judge is entirely voluntary and should be communicated to the Clerk of the District Court.

In the event all parties consent to disposition by a Magistrate Judge, Magistrate Judge \_\_\_\_\_ will handle this case.

**CONSENT BY THE PARTIES DOES NOT AFFECT YOUR RIGHT TO A JURY TRIAL.**

Revised and effective January 1-2, 1988  
Amended January 2, 1990



## LOCAL RULE 77.1

### LOCATION AND OFFICE HOURS OF CLERKS' OFFICES AND DESIGNATION OF FILING OFFICES

#### EASTERN DISTRICT

<u>Division</u>	<u>Court Held</u>	<u>Filing Office</u>	<u>Clerk's Telephone</u>
Eastern	Helena	600 West Capitol Ave. Suite 402 Little Rock, AR 72201-3325	870-338-6321
Western	Little Rock	600 West Capitol Ave. Suite 402 Little Rock, AR 72201-3325	501-604-5351
Northern	Batesville	600 West Capitol Ave. Suite 402 Little Rock, AR 72201-3325	870-793-4330
Pine Bluff	Pine Bluff	P.O. Box 8307 Pine Bluff, AR 71611-8307	870-536-1190
Jonesboro	Jonesboro	P.O. Box 7080 Jonesboro, AR 72403-7080	870-972-4610

#### WESTERN DISTRICT

Fort Smith	Fort Smith	P. O. Box 1547 Fort Smith, AR 72902-1547	479-783-6833
Harrison	Harrison	P. O. Box 6420 Fayetteville, AR 72702-6420	479-521-6980
Texarkana	Texarkana	P. O. Box 2746 Texarkana, AR 75504-2746	870-773-3381
El Dorado	El Dorado	P. O. Box 1566 El Dorado, AR 71731-1566	870-862-1202
Fayetteville	Fayetteville	P. O. Box 6420 Fayetteville, AR 72702-6420	479-521-6980
Hot Springs	Hot Springs	P. O. Box 6406 Hot Springs, AR 71902	501-623-6411

Office hours for all Clerks' offices, except for vacations and legal holidays (see Fed.R.Civ.P.77(c)) are from 8:00 a.m. to 12:00 noon, and 12:30 p.m. to 4:30 p.m., Monday through Friday, except that the Little Rock, Fort Smith, and Fayetteville offices remain open during the noon hour and until 5:00 p.m.

Amended July 1, 1988  
Amended effective April 15, 1989

**LOCAL RULE 79.1**  
**REMOVAL OF FILES OR WITHDRAWAL OF PAPERS AND EXHIBITS**

(a) **Temporary Removal.** No record or material may be removed from the Clerk's office without written leave of the Court previously obtained except by a master, auditor, or other person to whom the record or material has been referred. Any person withdrawing any record or material shall give to the Clerk at the time of withdrawal a receipt specifying the items withdrawn, the date of withdrawal and the date the item is to be returned.

(b) **Permanent Withdrawal.** The Court may by prior order permit a document or exhibit to be permanently withdrawn from the file maintained by the Clerk, but the party requesting the same shall furnish the Clerk a receipt and an appropriate replacement for the original. The replacement shall then be filed in lieu of the withdrawn original.

(c) **Judge's Files.** In no event shall the Judge's files be removed or examined without order of the Court.

(d) **Custody of Exhibits.**

(1) All exhibits offered in evidence, whether admitted or excluded, shall be held in the custody of the Clerk until the trial of the cause is completed. Exhibits offered at trial shall be marked for identification by the Clerk. During the course of the trial, the Court may permit counsel to withdraw or substitute exhibits. At the end of the trial the Clerk or the courtroom deputy acting for the Clerk is directed to return to respective counsel all exhibits introduced during the trial, and to obtain a receipt therefor from counsel. The exhibits are to be retained by counsel until the time for filing notice of appeal has expired.

(2) Upon the filing of a notice of appeal, or at any other time, counsel shall, upon request by the Clerk, return the exhibits to the Clerk within 24 hours after such request is made. Sensitive exhibits such as firearms, explosive devices, untaxed whiskey, counterfeit money, and narcotics are excluded from this portion of the order pertaining to returning exhibits to the Clerk. During the trial of a cause the sensitive exhibits named above shall be retained by the United States Attorney or the representative of the agency of the United States involved in that particular cause.

3) Upon the return of a not guilty verdict in a case in which a sensitive

exhibit has been introduced and it is questionable whether the exhibit should be returned to the defendant, the Clerk is directed to take custody of the exhibit pending an order from the Court for its disposition.

(4) In the event of a mistrial, it shall be the responsibility of counsel to preserve and protect the exhibits which will be needed for the retrial.

(5) If a case is taken under advisement by the Court and the Court is of the opinion that the exhibits will be needed in preparing its findings of fact and conclusions of law, or in the writing of its memorandum opinion, the Court shall then direct that the exhibits be retained by the courtroom deputy.

(a) through (c) adopted and effective May 1, 1980  
(d) Adopted and effective November 22, 1982

**LOCAL RULE 83.1  
UNITED STATES BANKRUPTCY JUDGES**

**I. REFERENCES**

All cases and proceedings arising under Title 11 of the United States Code or arising in or related to a case under Title 11, brought pursuant to 28 U.S.C. §1334, §1412, or §1452, except personal injury or wrongful death tort claims, are referred to the bankruptcy judges for this district as provided in 28 U.S.C. §157(a).

**II. PROCEEDINGS**

(a) The bankruptcy judge shall hear and determine all cases under Title 11 and all core proceedings arising under Title 11, or arising in a case under Title 11, which are referred under this Rule and shall enter appropriate orders and judgments.

(b) If the bankruptcy judge determines that a matter is a related proceeding as provided in 28 U.S.C. §157(c)(1), the bankruptcy judge shall hear all proceedings therein and submit proposed findings of fact and conclusions of law for determination and entry of any final order or judgment by a district judge, unless the parties consent to the entry of a final order by the bankruptcy judge pursuant to Bankruptcy Rule 7012(b).

(c) All papers in bankruptcy cases and proceedings which are referred under this Rule shall be filed with the Bankruptcy Clerk for this district. Motions to withdraw a reference filed with the Bankruptcy Clerk shall be forwarded to the Clerk of the District Court for a determination by the District Court pursuant to Bankruptcy Rule 5011.

(d) Bankruptcy Appeals. Bankruptcy appeals to the district court are governed by the bankruptcy rules, particularly Bankruptcy Rules 8001 through 8019. Pursuant to the authority granted by Rule 8018, the rules governing appeals to district court are supplemented as follows:

A. The Bankruptcy Court is authorized to dismiss an appeal filed after the time provided by the applicable rules and any appeal in which the appellant has failed to file a designation of the items for the record, or the transcript designated for inclusion in the record or a statement of the issues as required by the applicable rules. Bankruptcy Court orders entered under this subsection shall be reviewed by the district court on motion filed within ten days after entry of the order sought to be reviewed.

Amended July 1, 1988

Revised and effective November 1, 1996.

**LOCAL RULE 83.2**  
**PHOTOGRAPHING, BROADCASTING, TELEVISIONING, AND**  
**RECORDING IN COURTROOM AND ENVIRONS**

(a) The taking of photographs, the recording by any means other than the official court reporter or the radio or television broadcasting (or making of audio or video tapes) in any courtroom or its environs, utilized by either United States District Court in Arkansas during the progress of or in connection with any judicial proceedings, including proceedings before a United States Magistrate Judge, is **PROHIBITED**, except as hereinafter provided, and regardless whether such hearing or proceeding takes place on public or private property or in the office or chambers of a judge or magistrate judge or otherwise.

(b) The taking of photographs, still or motion pictures, and audio and video tapes, of ceremonies and interviews, including administration of oaths of applicants for citizenship and to executive and judicial officers, may be permitted with leave of the Court or the officer in charge thereof; provided that the ceremonies and interviews are not connected with any judicial proceedings. "Judicial proceedings", as used herein, shall include all judicial proceedings, whether civil or criminal, and whether pending, on appeal, or terminated.

(c) "Environs", as used in this Rule, shall include the part of any Federal Building with the District set apart for the United States District Court and its facilities, including chambers of the Court, other facilities of court officials and adjacent hallways.

(d) **Exception for Media Representatives to make Audio Tapes.** Duly identified and authorized representatives of the print, radio, and television media may unobtrusively make audio tapes during trials and hearings in open court solely for the purpose of assuring the accuracy of reports. The only official record of such proceedings shall continue to be that made by the official court reporter and the Clerk in accordance with law. Proper prior arrangements for the making of such audio tape recordings shall be made where necessary to avoid any interruption or interference with such proceedings. Audio tape recordings made pursuant to this exception may not be broadcast or rebroadcast to the public, transferred or sold, or used as such for commercial purposes.

**Adopted and effective May 1, 1980**

**Subparagraph (d) adopted and effective September 1, 1986**

**LOCAL RULE 83.3  
WEAPONS IN COURTROOMS**

The possession of firearms or other weapons in any federal courtroom in the state of Arkansas is prohibited. This prohibition shall apply to all federal courtrooms or places where federal court proceedings are conducted wherever located and, including without limitation, all federal district courtrooms, U. S. Magistrate Judges' courtrooms, and U. S. Bankruptcy courtrooms. PROVIDED HOWEVER this prohibition shall not apply to the U. S. Marshal, any deputy U. S. Marshal, or any state or federal law enforcement officer or guard specifically excepted by the U. S. Marshal from the provisions of this rule. And PROVIDED FURTHER, this rule shall not apply to federal law enforcement officers having the custody of a person or persons who must come before the Court for an initial appearance. And PROVIDED FURTHER, any federal judge, bankruptcy judge, or U. S. magistrate judge may make such further exceptions to this rule with respect to matters coming before him or her as said judge may determine appropriate.

**Effective April 15, 1989**

**LOCAL RULE 83.4**  
**MANDATE OF AN APPELLATE COURT**

**When a cause is remanded by an appellate court and further proceedings are not required, the order of the appellate court shall be the order of the District Court and shall be entered by the Clerk.**

**Adopted and effective May 1, 1980**

**LOCAL RULE 83.5  
ATTORNEYS**

**(a) Bar of the Court.** The Bar of the Arkansas district court shall consist of those persons admitted to practice in either district.

**(b) Eligibility.**

**(1)** All persons who are on the roll of attorneys for either district of Arkansas upon the effective date of these Rules shall continue to be enrolled.

**(2)** Any person is eligible for enrollment who is licensed to practice in the state of his residence, and, in the case of a nonresident of Arkansas, has previously been authorized to practice in any United States District Court.

**(3)** Any attorney who is enrolled in the United States District Court for either district of Arkansas is automatically enrolled in the other district.

**(c) Procedure for Admission.**

**(1)** Each applicant for admission to the Bar of this Court shall file with the Clerk a written petition setting forth his residence and office address and telephone numbers, his legal education, any criminal record other than traffic offenses the applicant may have, and the courts to which he has been admitted to practice. The petition shall be accompanied by a current certificate of good standing from the clerk of the highest court in the state of his residence.

**(2)** The Clerk shall examine the petition and accompanying certificates and, if these comply with this Rule, the petition shall be presented to a judge of these courts who shall determine its sufficiency. If approved, the applicant shall make suitable arrangements thereafter with the Clerk for his appearance and admission.

**(d) Special or Limited Appearance.** Any attorney who is a member in good standing of the Bar of any United States District Court, or of the highest court of any state or territory or insular possession of the United States, but is not admitted to practice in the District Courts in Arkansas, may, upon oral or written application, be permitted to appear and participate in a particular case. The application shall designate a member of the Bar of these Courts who maintains an office in Arkansas for the practice of law with whom the court and opposing counsel may readily communicate regarding the conduct of the case. There shall also be filed with such application the address and telephone number of the named designee. Notwithstanding these provisions, the Court, upon written motion, may waive these



requirements of this designation and permit the non-enrolled attorney to proceed without designating local counsel, for the limited purposes of the pending litigation. In support of the motion, non-enrolled counsel must affirm to these Local Rules and to the jurisdiction of the Court in matters of discipline. Appearances under this provision are limited and may be withdrawn by the presiding judge. Pleadings tendered to the Clerk for filing by an attorney who is not admitted to practice shall be accepted and filed by the Clerk, and the Clerk shall call this Rule to the attention of the attorney. After the rule has been called to the attention of an attorney and a period of 30 days has elapsed, any additional pleadings tendered by the attorney shall not be accepted and filed by the Clerk until the requirements of this Rule are met. The Rule shall not apply to any attorney for the United States appearing in his official capacity, or to any attorney in the Western District residing in Texarkana, Texas.

(e) **Disbarment and Discipline.** All persons enrolled as attorneys in either of these courts or appearing pro hac vice under the provisions of Rule 83.5(d), shall be subject to the Uniform Federal Rules of Disciplinary Enforcement, which are hereby adopted and included in the Appendix to these rules.

(f) **Withdrawal.** No attorney shall withdraw his appearance in any action or proceeding except by leave of Court after reasonable notice has been given to his client and opposing counsel.

**Adopted and effective May 1, 1980.  
Amended effective January 2, 1990.  
Amended and effective December 3, 2002.**

**LOCAL RULE 83.6  
ASSESSMENT FOR OUT-OF-POCKET EXPENSES**

Rule XI(A) of the Appendix to these rules is hereby amended as follows:

(1) The \$5.00 assessment fee authorized in Rule XI(A) may be used to establish a "Library Fund" to reimburse attorneys for out-of-pocket expenses when the attorney has been appointed under Title 28, United States Code, Section 1915. These funds shall be used to pay only those expenses where no funds are available from other sources to cover the out-of-pocket expenses.

(2) It shall be the sole discretion of the judges if the fund collected shall be deposited to the "Appendix Rule XI Fund" or to the "Library Fund." Those fees which have been heretofore collected pursuant to Rule XI(A) of the Appendix have been deposited to the "Appendix Rule XI Fund" and shall remain so deposited in an interest bearing account, to be used exclusively for the payment of costs incurred in attorney discipline matters.

(3) Beginning with the collection of the \$5.00 fee from attorneys in October 1984, and continuing until otherwise ordered by the Court, the Clerk for the Eastern District of Arkansas shall collect the funds and deposit them into an interest bearing checking account for the reimbursement of unusual expenses of appointed attorneys in actions where counsel was appointed under 28 U.S.C. Sec. 1915.

(4) **CUSTODIAN.**

The custodian of the Fund shall be the Clerk for the Eastern District of Arkansas, whose responsibilities shall be those set out in the Accounting Standards established by these courts. A copy of the Accounting Standards shall be maintained on file in the Clerk's office in each district.

(5) **APPLICATION AND DISBURSEMENT.**

(a) **Application.** Application for disbursement from this fund shall be made in accordance with the policies and guidelines (which is Exhibit A to this Rule) established by these courts. The application will contain the information prescribed in paragraph 3 of policy guidelines.

(b) **Disbursement.** The custodian of the Fund shall make disbursement from the Fund in accordance with the policies and guidelines (Exhibit A) established by these courts. Disbursement shall be made only upon order of the proper

court in the form attached hereto as Exhibit B.

(6) All other provisions pertaining to the collection of this fee pursuant to Rule XI of the Appendix to the Local Rules for the Eastern and Western Districts of Arkansas are made applicable to the collection of the fee for the Library Fund.

(7) **CRITERIA FOR OTHER USES FOR THE FUND.**

When the Library Fund or the Appendix Rule XI Fund exceeds \$50,000.00, the portion in each fund in excess of that figure may be used, to the extent specifically authorized by the court after consultation with the appropriate committees of the Eighth Circuit Judicial Council and of the Eastern and Western Districts of Arkansas, for the advancement of the courts of the United States, the legal profession, jurisprudence, or other aspects of the systems of justice in the United States. Upon the approval of a majority of the judges of the Eastern and Western Districts of Arkansas, after consultation with such committees, an order may be entered on behalf of such courts by either chief district judge directing the clerk to disburse such excess funds for such purposes.

Adopted and effective July 1, 1985

(7) Amended and approved November 8, 1990

**EXHIBIT A  
TO  
LOCAL RULE 83.6  
REIMBURSEMENT OF OUT-OF-POCKET EXPENSES OF APPOINTED COUNSEL  
POLICY GUIDELINES**

This Court has determined that monies derived from the annual fees paid by attorneys admitted to practice before this Court may be used to reimburse attorneys appointed pursuant to 28 U.S.C. Sec. 1915 for out-of-pocket expenses and to pay any court-appointed experts when necessary. With respect to these purposes, the following guidelines are established:

(1) The Clerk of Court for the Eastern District shall monitor the fund and make a written report of the use of the fund and the fund balance remaining to the judges and magistrate judges of the Eastern and Western Districts by the tenth day in each month.

(2) Before an attorney expends an amount above \$500.00, for which that attorney intends to seek reimbursement from the fund, written approval must be obtained from a district court judge or a magistrate judge.

(3) Before any single expenditure from the fund in excess of \$500.00 is authorized, or approval of a request by an attorney to expend in excess of \$500.00, the district court judge or magistrate judge shall inquire of the Clerk of Court for the Eastern District as to the impact of that expenditure on the fund.

(4) All requests by attorneys for disbursements or requests for approval of expenditures shall be by written application, containing the following information:

- (a) The date of the application;
- (b) The caption of the cause of action;
- (c) The name and address of the attorney requesting the disbursement or approval of expenditure;
- (d) A detailed itemization of all costs and expenses for which the disbursement or expenditure is requested; and
- (e) A brief explanation of how the requested disbursement or expenditure complies with the guidelines and policies established by the Court for disbursements from the fund.

(5) All disbursements, pursuant to requests by attorneys, from the fund shall be made only by order of a United States District Judge or a United States Magistrate Judge in the form attached as Exhibit B.

Revised and effective February 22, 1994

**EXHIBIT B  
TO  
LOCAL RULE 83.6  
IN THE UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS  
WESTERN DIVISION**

	)	
Plaintiff	)	
vs.	)	
Defendant	)	No.

**ORDER**

Pending before the Court is the Application of \_\_\_\_\_ for a disbursement of funds from the Reimbursement of Out-of-Pocket Expenses Fund. Having considered the application pursuant to the guidelines and policies of the Fund, the Court orders that the Clerk of the Court distribute to the named applicant the amount of \_\_\_\_\_ (\$\_\_\_\_) from the Fund. A copy of this Order, together with the application, shall be placed in the Fund file maintained by the Clerk of the Court.

\_\_\_\_\_  
UNITED STATES DISTRICT JUDGE OR  
UNITED STATES MAGISTRATE JUDGE

Date: \_\_\_\_\_

Revised and effective January 1-2, 1988

**LOCAL RULE 83.7  
APPOINTMENT OF COUNSEL**

In those civil cases in which the Court deems it necessary to appoint counsel to represent a party proceeding in forma pauperis (see 28 U.S.C. §1915), such appointment shall be accomplished by random selection from a list of all actively practicing private attorneys enrolled in the District in which the case is pending. Prospective appointees will be informed by telephone of their selection, when possible, so as to avoid appointment of an attorney who is not actively engaged in the private practice of law. However, in the event an enrolled attorney not actively engaged in the private practice of law is appointed, such attorney may request leave to withdraw within fifteen (15) days of such appointment. The Court will depart from this random appointment procedure when the extraordinary nature or exigency of the circumstances suggests that an alternate means of selection is necessary. These appointments shall be mandatory.

The original attorney appointed may arrange for substitute counsel to appear in behalf of the party, but such substitution must be made in writing and filed with the Court not later than fifteen (15) days after the entry of the original appointment order. This substitution will not relieve the substituted counsel from serving as appointed counsel in any subsequent case when he/she would otherwise be selected at random.

Upon written application filed within fifteen (15) days of the original appointment order, an attorney may request leave of the Court to withdraw if he/she represents (1) that he/she has actively participated in furnishing pro bono legal services (e.g., membership in a pro bono legal organization); and (2) that he/she has, in the last twelve (12) months, actually represented a pro bono client(s) in either (a) litigation, or (b) a non-litigation matter which the attorney can certify required the expenditure of a minimum of twenty (20) hours of time.

If, after interviewing the client, investigating the facts, and researching the applicable law, an appointed attorney is convinced that the party's legal position is non-meritorious, the appointed attorney may petition the Court for leave to withdraw. Such petition to withdraw must be filed within sixty (60) days of the appointment order. If the attorney is allowed to withdraw, his/her name may be restored to the list of enrolled attorneys subject to future appointment.

**For good cause shown (e.g., geographic, time, or expertise factors), an appointed attorney may request the Court to select an additional attorney to serve as co-counsel in an investigative or trial capacity.**

**In the event attorneys enrolled in the Eastern and Western Districts of Arkansas desire to volunteer their services prior to receiving notification of an actual appointment, they may do so by writing the Clerk's Office, 600 W. Capitol Avenue, Suite 402, Little Rock, Arkansas, 72201-3325, or the Clerk's Office, P. O. Box 1547, Fort Smith, Arkansas, 72902-1547, and notifying the Court of their willingness to have their names advanced on the list of attorneys to be appointed. Attorneys volunteering in this manner will be exempt from future appointments under this Local Rule for two years from the date of any actual appointment received.**

**Adopted and effective May 5, 1987**

**LOCAL RULE 83.8**  
**COMMUNICATIONS BY UNITED STATES ATTORNEY REGARDING**  
**PERSONS SENTENCED BY THIS COURT**

The United States Attorney and his staff shall not communicate in writing with the United States Bureau of Prisons, the United States Parole Commission, or the United States Probation Office concerning any person remanded to the custody of the Attorney General by this court following the sentencing of that person unless the United States Attorney shall furnish copies of the communication to the sentencing judge. If the United States Attorney communicates orally with the Bureau of Prisons, the Parole Commission, or the Probation Office concerning such a person, he shall reduce the substance of the communication to writing and furnish copies to the sentencing judge. The sentencing judge shall then determine whether such communications should also be transmitted to the defendant and/or his attorney.

Adopted and effective February 1, 1982  
Revised September 1, 1982



## **APPENDIX**

### **Model Federal Rules of Disciplinary Enforcement**

The United States District Courts for the Eastern and Western Districts of Arkansas, in furtherance of their inherent power and responsibility to supervise the conduct of attorneys who are admitted to practice before it, or admitted for the purpose of a particular proceeding (pro hac vice), promulgate the following Rules of Disciplinary Enforcement superseding all of its other Rules pertaining to disciplinary enforcement heretofore promulgated.

#### **RULE I**

##### **Attorneys Convicted of Crimes.**

A. Upon the filing with this Court of a certified copy of a judgment of conviction demonstrating that any attorney admitted to practice before the Court has been convicted in any Court of the United States, or the District of Columbia, or of any state, territory, commonwealth or possession of the United States of a serious crime as hereinafter defined, the Court shall enter an order immediately suspending that attorney, whether the conviction resulted from a plea of guilty, or nolo contendere or from a verdict after trial or otherwise, and regardless of the pendency of any appeal, until final disposition of a disciplinary proceeding to be commenced upon such conviction. A copy of such order shall immediately be served upon the attorney. Upon good cause shown, the Court may set aside such order when it appears in the interest of justice to do so.

B. The term "serious crime" shall include any felony and any lesser crime a necessary element of which, as determined by the statutory or common law definition of such crime in the jurisdiction where the judgment was entered, involves false swearing, misrepresentation, fraud, willful failure to file income tax returns, deceit, bribery, extortion, misappropriation, theft or an attempt or a conspiracy or solicitation of another to commit a "serious crime".

C. A certified copy of a judgment of conviction of any attorney for any crime shall be conclusive evidence of the commission of that crime in any disciplinary proceeding instituted against that attorney based upon the conviction.

D. Upon the filing of a certified copy of a judgment of conviction of an attorney for a serious crime, the Court shall, in addition to suspending that attorney in accordance with the provisions of this Rule, also refer the matter to counsel for the institution of a disciplinary proceeding before the Court in which the sole issue to be determined shall be the extent of the final discipline to be imposed as a result of the conduct resulting in the conviction, provided that a disciplinary proceeding so instituted will not be brought to final hearing until all appeals from the conviction are concluded.

E. Upon the filing of a certified copy of a judgment of conviction of an attorney for a crime not constituting a "serious crime", the Court may refer the matter to counsel for whatever action counsel may deem warranted, including the institution of a disciplinary proceeding before the Court; provided, however, that the Court may in its discretion make no reference with respect to convictions for minor offenses.

F. An attorney suspended under the provisions of this Rule will be reinstated immediately upon the filing of a certificate demonstrating that the underlying conviction of a serious crime has been reversed but the reinstatement will not terminate any disciplinary proceeding then pending against the attorney, the disposition of which shall be determined by the Court on the basis of all available evidence pertaining to both guilt and the extent of discipline to be imposed.

## **RULE II**

### **Discipline Imposed By Other Courts.**

A. Any attorney admitted to practice before this Court shall, upon being subjected to public discipline by any other Court of the United States or the District of Columbia, or by a court of any state, territory, commonwealth or possession of the United States, promptly inform the Clerk of this Court of such action.

B. Upon the filing of a certified or exemplified copy of a judgment or order demonstrating that an attorney admitted to practice before this Court has been disciplined by another Court, this Court shall forthwith issue a notice directed to the attorney containing:

1. A copy of the judgment or order from the other court; and
2. An order to show cause directing that the attorney inform this Court within 30

days after service of that order upon the attorney, personally or by mail, of any claim by the attorney predicated upon the grounds set forth in (D) hereof that the imposition of the identical discipline by the Court would be unwarranted and the reasons therefor.

C. In the event the discipline imposed in the other jurisdiction has been stayed there, any reciprocal discipline imposed in this Court shall be deferred until such stay expires.

D. Upon the expiration of 30 days from service of the notice issued pursuant to the provisions of (B) above, this Court shall impose the identical discipline unless the respondent-attorney demonstrates, or this Court finds, that upon the face of the record upon which the discipline in another jurisdiction is predicated it clearly appears:

1. that the procedure was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process; or
  2. that there was such an infirmity of proof establishing the misconduct as to give rise to the clear conviction that this Court could not, consistent with its duty, accept as final conclusion on that subject;
- or
3. that the imposition of the same discipline by this Court would result in grave injustice; or
  4. that the misconduct established is deemed by this Court to warrant substantially different discipline.

Where this Court determines that any of said elements exist, it shall enter such other order as it deems appropriate.

E. In all other respects, a final adjudication in another court that an attorney has been guilty of misconduct shall establish conclusively the misconduct for purposes of a disciplinary proceeding in the Court of the United States.

F. This Court may at any stage appoint counsel to prosecute the disciplinary proceedings.

### **RULE III**

#### **Disbarment on Consent or Resignation in Other Courts**

A. Any attorney admitted to practice before this Court who shall be disbarred on consent or resign from the bar of any other Court of the United States or the District of

Columbia, or from the Bar of any state, territory, commonwealth or possession of the United States while an investigation into allegations of misconduct is pending, shall, upon the filing with this Court of a certified or exemplified copy of the judgment or order accepting such disbarment on consent or resignation, cease to be permitted to practice before this Court and be stricken from the roll of attorneys admitted to practice before this Court.

B. Any attorney admitted to practice before this Court shall, upon being disbarred on consent or resigning from the Bar of any other Court of the United States or the District of Columbia, or from the Bar of any state, territory, commonwealth or possession of the United States while an investigation into allegations of misconduct is pending, promptly inform the Clerk of this Court of such disbarment on consent or resignation.

#### **RULE IV**

##### **Standards for Professional Conduct.**

A. For misconduct defined in these Rules, and for good cause shown, and after notice and opportunity to be heard, any attorney admitted to practice before this Court may be disbarred, suspended from practice before this Court, reprimanded or subjected to such other disciplinary action as the circumstances may warrant.

B. Acts or omissions by an attorney admitted to practice before this Court, individually or in concert with any other person or persons, which violate the Code of Professional Responsibility or Rules of Professional Conduct adopted by this Court shall constitute misconduct and shall be grounds for discipline, whether or not the act or omission occurred in the course of an attorney-client relationship. The Code of Professional Responsibility or Rules of Professional Conduct adopted by this Court is the Code of Professional Responsibility or Rules of Professional Conduct adopted by the highest court of the state in which this Court sits, as amended from time to time by that state court, except as otherwise provided by specific Rule of this Court after consideration of comments by representatives of bar associations within the state.

#### **RULE V**

##### **Disciplinary Proceedings.**

A. When misconduct or allegations of misconduct which, if substantiated, would

warrant discipline on the part of an attorney admitted to practice before this Court shall come to the attention of a Judge of this Court, whether by complaint or otherwise, and the applicable procedure is not otherwise mandated by these Rules, the Judge shall refer the matter to counsel for investigation and the prosecution of a formal disciplinary proceeding or the formulation of such other recommendation as may be appropriate.

B. Should counsel conclude after investigation and review that a formal disciplinary proceeding should not be initiated against the respondent-attorney because sufficient evidence is not present, or because there is pending another proceeding against the respondent-attorney, the disposition of which in the judgment of the counsel should be awaited before further action by this Court is considered or for any other valid reason, counsel shall file with the Court a recommendation for disposition of the matter, whether by dismissal, admonition, deferral or otherwise setting forth the reasons therefor.

C. To initiate formal disciplinary proceedings, counsel shall obtain an order of this Court upon a showing of probable cause requiring the respondent-attorney to show cause within 30 days after service of that order upon that attorney, personally or by mail, why the attorney should not be disciplined. The order to show cause shall include the form certification of all courts before which the respondent-attorney is admitted to practice, as specified in form appended to these Rules.

D. Upon the respondent-attorney's answer to the order to show cause, if any issue of fact is raised or the respondent-attorney wishes to be heard in mitigation this Court shall set the matter for prompt hearing before one or more Judges of this Court, provided however that if the disciplinary proceeding is predicated upon the complaint of a Judge of this Court the hearing shall be conducted before a panel of three other Judges of this Court appointed by the Chief Judge, or, if there are less than three Judges eligible to serve or the Chief Judge is the complainant, by the Chief Judge of the Court of Appeals for this Circuit. The respondent-attorney shall execute the certification of all courts before with that respondent-attorney is admitted to practice, in the form specified, and file the certification with his or her answer.

## **RULE VI**

### **Disbarment on Consent While Under Disciplinary Investigation or Prosecution.**

A. Any attorney admitted to practice before this Court who is the subject of an

investigation into, or a pending proceeding involving, allegations of misconduct may consent to disbarment, but only by delivering to this Court an affidavit stating that the attorney desires to consent to disbarment and that:

1. the attorney's consent is freely and voluntarily rendered; the attorney is not being subjected to coercion or duress; the attorney is fully aware of the implication of so consenting;
2. the attorney is aware that there is a presently pending investigation or proceeding involving allegations that there exist grounds for the attorney's discipline the nature of which the attorney shall specifically set forth;
3. the attorney acknowledges that the material facts so alleged are true, and
4. the attorney so consents because the attorney knows that if charges were predicated upon the matters under investigation, or if the proceeding were prosecuted, the attorney could not successfully defend himself.

B. Upon receipt of the required affidavit, this Court shall enter an order disbarring the attorney.

C. The order disbarring the attorney on consent shall be a matter of public record. However, the affidavit required under the provision of this Rule shall not be publicly disclosed or made available for use in any other proceeding except upon order of this Court.

## **RULE VII**

### **Reinstatement.**

A. **After Disbarment or Suspension.** An attorney suspended for three months or less shall be automatically reinstated at the end of the period of suspension upon the filing with the Court of an affidavit of compliance with the provisions of the order. An attorney suspended for more than three months or disbarred may not resume practice until reinstated by order of this Court, except as provided in Rule XI(H).

B. **Time of Application Following Disbarment.** A person who has been disbarred after hearing or by consent may not apply for reinstatement until the expiration of at least five years from the effective date of the disbarment.

C. **Hearing on Application.** Petitions for reinstatement by a disbarred or suspended attorney under this Rule shall be filed with the Chief Judge of this Court. Upon receipt

of the petition, the Chief Judge shall promptly refer the petition to counsel and shall assign the matter for prompt hearing before one or more judges of this Court, provided however that if the disciplinary proceeding was predicated upon the complaint of a Judge of this Court the hearing shall be conducted before a panel of three other Judges of this Court appointed by the Chief Judge, or if there are less than three Judges eligible to serve or the Chief Judge was the complainant, by the Chief Judge of the Court of Appeals for this Circuit. The Judge or Judges assigned to the matter shall within 30 days after referral schedule a hearing at which the petitioner shall have the burden of demonstrating by clear and convincing evidence that he has the moral qualifications, competency and learning in the law required for admission to practice law before this Court and that his resumption of the practice of law will not be detrimental to the integrity and standing of the bar or to the administration of justice, or subversive of the public interest.

D. Duty of Counsel. In all proceedings upon a petition for reinstatement, cross-examination of the witness of the respondent-attorney and the submission of evidence, if any, in opposition to the petition shall be conducted by counsel.

E. Deposit for Cost of Proceeding. Petitions for reinstatement under this Rule shall be accompanied by an advance cost deposit in an amount to be set from time to time by the Court to cover anticipated costs of the reinstatement proceeding.

F. Conditions of Reinstatement. If the petitioner is found unfit to resume the practice of law, the petition shall be dismissed. If the petitioner is found fit to resume the practice of law, the judgment shall reinstate him, provided that the judgment may make reinstatement conditional upon the payment of all or part of the costs of the proceedings, and upon the making of partial or complete restitution to parties harmed by the petitioner whose conduct led to the suspension or disbarment. Provided further, that if the petitioner has been suspended or disbarred for five years or more, reinstatement may be conditioned, in the discretion of the Judge or Judges before whom the matter is heard, upon the furnishing of proof of competency and learning in the law, which proof may include certification by the bar examiners of a state or other jurisdiction of the attorney's successful completion of an examination for admission to practice subsequent to the date of suspension or disbarment.

G. Successive Petitions. No petition for reinstatement under this Rule shall be filed

within one year following an adverse judgment upon a petition for reinstatement filed by or on behalf of the same person.

#### **RULE VIII**

##### **Attorneys Specifically Admitted**

Whenever an attorney applies to be admitted or is admitted to this Court for purpose of a particular proceeding (pro hac vice), the attorney shall be deemed thereby to have conferred disciplinary jurisdiction upon this Court for any alleged misconduct of that attorney arising in the course of or in the preparation for such proceeding.

#### **RULE IX**

##### **Service of Papers and Other Notices.**

Service of an order to show cause instituting a formal disciplinary proceeding shall be made by personal service or by registered or certified mail addressed to the respondent-attorney at the address shown in the most recent registration filed pursuant to Rule XI(F) hereof. Service of any other papers or notices required by these Rules shall be deemed to have been made if such paper or notice is addressed to the respondent-attorney at the address shown on the most recent registration statement filed pursuant to Rule XI(F) hereof, or to counsel or the respondent's attorney at the address indicated in the most recent pleading or other document filed by them in the course of any proceeding.

#### **RULE X**

##### **Appointment of Counsel.**

Whenever counsel is to be appointed pursuant to these Rules to investigate allegations of misconduct or prosecute disciplinary proceedings or in conjunction with a reinstatement petition filed by a disciplined attorney this Court shall appoint as counsel the disciplinary agency of the Supreme Court of Arkansas, wherein this Court sits, or the attorney maintains his principal office in the case of the Courts of Appeal or other disciplinary agency having jurisdiction. If no such disciplinary agency exists or such disciplinary agency declines appointment, or such appointment is clearly inappropriate, this Court shall appoint as counsel one or more members of the Bar of this Court to



investigate allegations of misconduct or to prosecute disciplinary proceedings under these Rules, provided, however, that the respondent-attorney may move to disqualify an attorney so appointed who is or has been engaged as an adversary of the respondent-attorney in any matter. Counsel, once appointed, may not resign unless permission to do so is given by this Court.

## **RULE XI**

### **Periodic Assessment of Attorneys; Registration Statements.**

A. Every attorney admitted to practice before this Court shall pay to the Clerk of the United States District Court an annual fee of \$5 for each fiscal year. The first payment will be due October 1, 1980. Said fee shall be used to pay the cost of disciplinary administration and enforcement under these Rules, (but only by those courts which have adopted these rules and have required registration and assessment) or as provided in Rule 83.6 of these Local Rules.

B. An attorney admitted to practice before this Court as well as one or more other courts of the United States shall be required to make only a single payment of the fee prescribed hereunder in any fiscal year regardless of the number of Courts of the United States to which he may be admitted.

C. Any attorney who fails to pay the fee required under (A) above within 90 days shall be summarily suspended, provided a notice of delinquency has been forwarded to him by certified mail, return receipt requested, addressed to his last known business address at least 30 days prior to such suspension.

D. Any attorney suspended under the provisions of (D) above shall be reinstated without further order upon payment of all arrears and a penalty of \$15.00 per year from the date of his last payment to the date of his request for reinstatement.

E. To facilitate the collection of the annual fee provided for in (A) above, every person required by this Rule to pay an annual fee shall, on or before January 1st of every year, commencing January 1, 1981, file with the Clerk of the United States District Court a registration statement, on a form prescribed by the Clerk of the United States District Court setting forth his current residence and office addresses; the bars of all states, territories, districts, commonwealths or possessions or other Courts of the United States to which the attorney is admitted. In addition to such statement, every attorney subject

to these Rules shall file with the Clerk, United States District Court, a supplemental statement of any change in the information previously submitted within 30 days of such change. All persons first becoming subject to these Rules by admission to practice before this Court after October 1, 1980, shall file the statement required by this Rule at the time of admission and shall pay the fee prescribed by (A) and (C) above for the fiscal year then in effect without proration.

F. Within 30 days of the receipt of a statement and payment or a supplement thereto filed by an attorney in accordance with the provisions of (A) and (F) above, the Clerk of the United States District Court shall acknowledge receipt thereof, on a form prescribed for that purpose, in order to enable the attorney on request to demonstrate compliance with the requirements of (A) and (F) above.

G. Any attorney who fails to file the statement or supplement thereto in accordance with the requirements of (F) above shall be summarily suspended, provided a notice of delinquency has been forwarded to him by certified mail, return receipt requested, addressed to his last known business address at least 30 days prior to such suspension. He shall remain suspended until he shall have complied therewith, whereupon he shall become reinstated without further order.

H. An attorney who has retired or is not engaged in the practice of law before a Court of the United States may advise the Clerk of the United States District Court in writing that he desires to assume inactive status and discontinue the practice of law before the Courts of the United States. Upon the filing of such notice, the attorney shall no longer be eligible to practice law in this Court. An attorney who is retired or on inactive status shall not be obligated to pay the annual fee imposed by this Rule upon active practitioners.

I. Upon the filing of a notice to assume inactive status, the attorney shall be removed from the roll of those classified as active until and unless he requests and is granted reinstatement to the active rolls. Reinstatement shall be granted (unless the attorney is subject to an outstanding order of suspension or disbarment or has been on inactive status for five years or more) upon the payment of any assessment in effect for the year the request is made and any arrears accumulated prior to the transfer to inactive status. Attorneys who have been suspended or on inactive status for over five years before filing a petition for reinstatement to active status may be required in the discretion of this

Court, to establish proof of competency and learning in the law. The proof may include evidence that the attorney has continued to engage in the practice of law in good standing in another jurisdiction or before any other court or certification by the Bar Examiners of a state or other jurisdiction in which the attorney is admitted to practice, or his successful completion of an examination for admission to practice subsequent to the date of suspension or transfer to inactive status.

J. The Clerk of Court for the Eastern District shall monitor the fund and make a written report of the use of the fund and the fund balance remaining to the judges and magistrate judges of the Eastern and Western Districts by the tenth day of each month.

## **RULE XII**

### **Payment of Fees and Costs.**

At the conclusion of any disciplinary investigation or prosecution, if any, under these Rules, counsel may make application to this Court for an order awarding reasonable fees and reimbursing costs expended in the course of such disciplinary investigation or prosecution. Any such order shall be submitted to the Clerk, United States District Court, which shall pay the amount required thereunder from the funds collected pursuant to Rule XI(A) hereof.

## **RULE XIII**

### **Duties of the Clerk.**

A. Upon being informed that an attorney admitted to practice before this Court has been convicted of any crime, the Clerk of this Court shall determine whether the clerk of the court in which such conviction occurred has forwarded a certificate of such conviction to this Court. If a certificate has not been so forwarded, the Clerk of this Court shall promptly obtain a certificate and file it with this Court.

B. Upon being informed that an attorney admitted to practice before this Court has been subjected to discipline by another court, the Clerk of this Court shall determine whether a certified or exemplified copy of the disciplinary judgment or order has been filed with this Court, and, if not, the Clerk shall promptly obtain a certified or exemplified copy of the disciplinary judgment or order and file it with this Court.

C. Whenever it appears that any person convicted of any crime or disbarred or suspended or censured or disbarred on consent by this Court is admitted to practice law in any other jurisdiction or before any other court, the Clerk of this Court shall, within ten days of that conviction, disbarment, suspension, censure or disbarment on consent,

transmit to the disciplinary authority in such other jurisdiction, or for such other court, a certificate of the conviction or a certified exemplified copy of the judgment or order of disbarment, suspension, censure or disbarment on consent, as well as the last known office and residence addresses of the defendant or respondent.

D. The Clerk of this Court shall, likewise, promptly notify the National Discipline Data Bank operated by the American Bar Association of any order imposing public discipline upon any attorney admitted to practice before this Court.

#### **RULE XIV**

##### **Jurisdiction.**

Nothing contained in these Rules shall be construed to deny to this Court such powers as are necessary for the Court to maintain control over proceedings conducted before it, such as proceedings for contempt under Title 18 of the United States Code or under Rule 42 of the Federal Rules of Criminal Procedure.

#### **RULE XV**

##### **Pending Proceedings.**

Any formal disciplinary proceeding pending before this Court on the effective date of these Rules shall be concluded under the procedure existing prior to the effective date of these Rules.

Rule XI(A) Revised July 1, 1985  
Adopted and effective May 1, 1980  
Rule XI(E) Amended March 26, 1992

DECLARATION OF ADMISSIONS TO PRACTICE

In Re \_\_\_\_\_ Disciplinary No. \_\_\_\_\_

I, \_\_\_\_\_, am the attorney who has been served with an order to show cause why disciplinary action should not be taken in the above captioned matter.

I am a member of the bar of this court.

I have been admitted to practice before the following state and federal courts, in the years, and under the license record numbers shown below:

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_  
Date Signature

\_\_\_\_\_  
(Full name - typed or printed)

\_\_\_\_\_  
(Address of Record)

\_\_\_\_\_  
This declaration must be signed, and delivered to the Court with the attorney's answer to the order to show cause or any waiver of an answer. Failure to return this declaration may subject an attorney to further disciplinary action. Under 28 U.S.C. Sec. 1746, this declaration under penalty of perjury has the same effect as a sworn declaration made under oath.